

Partnership to Prevent and End Homelessness in the City of Alexandria

Governing Board

MINUTES

SEPTEMBER 4, 2014

10:00 A.M.

2525 MT. VERNON AVE.

MEETING CALLED BY	Pam Michell, Board Chair: 10:05 A.M.
TYPE OF MEETING	Governing Board
NOTE TAKER	Derrick Davis
ATTENDEES	Pam Michell, Michelle Krockner, Dimitri Warren, Cheryl Malloy, Alfreda Shinns, Kari Galloway, Lynn Thomas, Shelley Murphy, Connie Juntunen, Lesa Gilbert, Michael O'Rourke, Nan Goodwin
ABSENT	Allen Lomax, Carol Jackson, Debra Evans, Dimitri Warren, Eric Keeler, Jennifer McDaniels, Lissette Bishins, Marvel Robertson, Nathan Bridges

DISCUSSION		Recap of August Partnership Meeting	
<p>August 7th Full PPEH Membership Meeting was felt to be successful. The full membership includes 45 members, 35 attended the August 7th meeting. A survey was sent to all attendees requesting feedback on the content of the meeting. Only 5 surveys were returned. Survey's indicated that attendees enjoyed information about and contact with the committees. It was suggested that some success stories be included in the next PPEH meeting. It was suggested that a follow-up meeting be organized within 3 to 4 months. HUD requires a minimum of 2 meetings annually.</p> <p>A list of committee members has been requested. So far, 4 committees have reported. All increased membership through the PPEH meeting.</p>			
CONCLUSIONS		1) Organization of a follow-up meeting within 3 or 4 months is important in order to keep the momentum of involvement moving.	
2) Committee involvement important meeting outcome.			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Set date for next PPEH meeting.		Discuss at Oct GB meeting	
Request that all committee chairs attend Oct GB meeting/report		Nan Goodwin	Email to Chairs sent 9/8/14

DISCUSSION		Committees	
<p>An article was submitted to the Alexandria Gazette Newcomers & Community Guide describing the purpose and activities of the PPEH. This article was published without GB review which prompted the GB to request the creation of a formal procedure for review and approval of all written or broadcast material concerning the PPEH.</p> <p>A meeting will be held with the Chair of the Communications Committee to outline a process for approval of all material concerning the PPEH submitted for publication or broadcast. It is important that the process be clear and brief enough to allow approval within a short time. A charter statement for the Communications Committee is also needed. The Communications Committee may be charged with creating a quarterly report of CoC activities and the status of homelessness in Alexandria for the City Council.</p> <p>The Employment Committee will work with JobLink to assist with referral of our population to Job Link services when possible.</p>			
CONCLUSION		Review of all written material concerning the PPEH that will be available to the public must go through a review and approval process acceptable to the GB.	
It is important that committees collaborate with existing City or private agencies to further the interests of the CoC.			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Meet with Jan-Michael Sacharko, Communications Committee Chair and outline an approval process. Initiate a charter statement. Meet with Employment Committee			ASAP
		Nan Goodwin	Met 9/10/14
		Nan Goodwin	Met 9/15/14
			Job Link Present

DISCUSSION	Public Land Strategy Task Force Report
<p>Cheryl Malloy reported: Task Force focused on City owned land that might be sold or redeveloped as part of the Capital Improvement Plan (CIP). Planning for affordable housing in the Master Plan needs to be moved to year one instead of year 3 of the CIP. In a letter to the City Council drafted by the Task Force, PPEH is requesting that the City create a process for reviewing possible use of any parcel that might be sold or redeveloped. Missed opportunities for converting City owned land to affordable housing was also discussed and examples included in the letter. Status of properties located at 211 Aspen and 116 N Grayson was discussed. Aspen is owned by the City. Grayson is owned by Sheltered Homes of Alexandria and cannot be sold by the City. It is hoped that there will be continued discussion with the City Council about the disposition of properties.</p> <p>Most strategic time to send the letter to the City Council was discussed. After GB approval the letter will immediately be sent to Dept. of Housing, City Council, City Manager, the EOC, stakeholders, PPEH membership, and the Affordable Housing Advisory Committee. List of recipients will appear on the letter below the signature.</p>	
CONCLUSIONS	Letter from PPEH will be sent to the City Council prior to the City Council Work Session scheduled for September 23 rd , 2014.
<p>Cheryl Malloy moved that the letter to City Council drafted by the Public Land Strategy Task Force be approved by the Governing Board. Michael O'Rourke seconded the motion.</p>	

Letter unanimously approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Letter to City Council signed and mailed.	Pam Michell	Letter sent 9/5/14.

DISCUSSION	Sheltered Homes of Alexandria
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Sheltered Homes of Alexandria (SHA) was formed and used to purchase property for use as housing for persons with disabilities because the City could not hold mortgages. The SHA Board has been expanded. A meeting will be held in September to discuss repairs needed to property located at 716/718 Four Mile Road. Also under discussion is the disposition of currently vacant property located at 116 N. Grayson. Possibility of SHA Board Chair joining the GB was discussed. Questions arose concerning possibility of GB member attending the SHA meeting, how appointment to the SHA Board is handled (George McGovern has past years Board records), does Grayson property have zoning issues. Grayson property has been used as a substance abuse group home for women in the past and most recently classified as supervised apartments for the same population. As supervised apartments occupancy was restricted to 4 unrelated individuals.

CONCLUSIONS	Having the SHA Board Chair as part of the GB is a good idea.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
No actions on this subject scheduled.		

DISCUSSION	Prep for Sept 23rd Council Work Session
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Mention the letter but not have the letter a focus of the meeting. Some meetings with council members before the Council meeting will familiarize them with the PPEH. Michelle Krocker is willing to try to set up meetings between Council and GB members. Pam will send a note to John Chapman to let him know that meetings are being scheduled with other Council members. Power Point from August 7th meeting will be adapted for the Council meeting. Request is for the adoption of the PPEH Strategic Plan Goals and Objectives as part of the broader City goals. Targets are very specific. We may not want to include them in the Strategic Plan presented to the Council. Important to start with vision of community and statement of the challenges faced in housing the homeless and populations at 30% of AMI and below. Balance of presentation should be solutions focused. Emphasize level of income of working homeless and level of rent burden. The packet to Council will include PIT info, strategic plan and power point presentation

CONCLUSIONS	Request to City Council will focus on adoption of PPEH Strategic Plan Goals and Objectives as part of the broader City goals. Balance of presentation will be solutions focused.
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Michelle Krocker will attempt to set up meetings between GB members and Council members prior to Sept 23rd.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Preparation of Power Point for Council session.	Pam Michell	
Michelle Krocker will attempt to set up meetings between GB members and Council members prior to	Michelle Krocker	

Sept 23 rd .		
Meeting with Assistant City Manager to discuss formation of work session	Lesa Gilbert	

DISCUSSION	New Business and Announcements		
<ul style="list-style-type: none">• HUD 2014 Competition should open soon.• Committee reports will be scheduled for Oct GB meeting• HUD Monitoring site visit planning is in progress• ALIVE! Reports that in the past month there has been a 30% increase in demand for food.• There are more families on shelter referral list. Carpenter’s has taken 20 beds offline in preparation for the construction of PSH.• AACH will be changing their name to Bridges to Independence. They are working with a developer to build a new building and doubling their square footage.• Kari reported that member advocate could not attend today’s meeting due to health issues. Discuss ensued about the important of having former clients at the table. Members were encouraged to identify former recipients to become members of the board.			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	